

WAI Australian Chapter

Committee Board Member Roles & Responsibilities

All Board Members are broadly obligated to:

- Put the interests of the organisation at the foremost in their deliberations as Board Members
- Use reasonable care, skill and diligence in the performance of their duties
- Be honest, act in good faith and do not use their role or information obtained as a Board Member dishonestly
- Be aware of their responsibilities under the relevant legislation and case law
- Disclose any potential conflict of interest by acknowledging likely conflicts (in writing) and withdrawing from any related discussion or decisions, (and ensuring these steps are noted in the minutes of the meeting)
- Refraining from gaining personally from being a Board Member
- Refraining from divulging any confidential information outside of the appropriate forum in accordance with Privacy Act & Confidentiality terms set out below.

Board Members should carry out the following duties:

Governance

- Understand how the organisation works, including the organisation's services, their programs and their staff
- Keep up to date by reading the minutes, reports and any other necessary meeting papers
- Regularly attend Board meetings
- Be familiar with the organisation's constitution, including the specific roles and responsibilities of the Board outlined within it
- Approve relevant documents, including documents related to the organisation's finances
- Ensure the organisation's compliance with funding agreements, policies, legislation and regulations
- Manage the organisation's risk (i.e. minimise the impact of potential barriers preventing the organisation from achieving its objectives efficiently and effectively)
- Establish management delegations
- Be active in planning for the future direction of the organisation
- Take responsibility for particular areas of work, for example, through involvement in sub-committees
- Ensure that new committee members are aware of their statutory obligations and responsibilities to the organisation
- Try to be as active as possible in Board decision making
- Public representation - Be supportive of the organisation in the eyes of the public
- Regularly attend the organisation's functions and represent the organisation at external functions

National Committee office-bearers of the association are as follows:

1. **Chairperson/President (Chair)** - is responsible for:
 - Ensuring regular board meetings are organised
 - Preparing an agenda for meetings and ensuring sufficient information is available to Board Members
 - Determining that a quorum is present in order to commence a meeting
 - Dealing with agenda items in order of appearance (re-ordering if necessary)
 - Ensuring all members have the opportunity to speak, addressing the meeting through the Chair
 - Maintaining a neutral position during discussion and decision making including forming decisions or motions and asking the meeting to vote on them
 - Preserving order throughout the meeting and keeping discussion and decision-making relevant and within time
 - Delivering a casting vote in the event of an equal vote (depending on the constitution)
 - Suggesting appropriate procedures to deal with any difficulties in getting through agenda items if necessary

- Signing minutes of the previous meeting after they have been confirmed as a true record
 - Representing the organisation at all levels of the community
 - Supervising the Executive Officer and acting as the link between staff and the Board
 - Ensuring that the association adheres to its constitution and rules
2. **Vice-President** – is responsible for;
- Assisting the Chair with their duties and filling in as the Chair in their absence
 - Representing the chapter at events and activities
3. **Treasurer** – is responsible for:
- Overseeing the financial affairs of the association
 - Presenting financial information to Board/Committee meetings for approval
 - Keeping the Board informed and up to date about the finances in a manner that Board Members can understand
 - Ensuring the financial records are current and in order, according to the requirements as per the Associations Incorporation Act 2009
 - Organising and presenting the annual balance sheet and accounts to members of the organisation at the Annual General Meeting (AGM)
 - It is the duty of the Treasurer of the association to ensure that all money due to the association is collected and received and that all payments authorised by the association are made
4. **Secretary** - is responsible for:
- Ensuring all correspondence and official records of the association (other than financial records) are up to date, accurate and in order and available to be looked at by those authorised to do so
 - Assisting the Chair and Executive Officers to organise Board meetings
 - Ensuring that meeting papers (agenda, correspondence and previous minutes) have been distributed. Ensuring the minutes of the meeting are taken, either by the Secretary or delegated to a minute taker. Working with the Chair to ensure the meeting runs smoothly
 - Working with the Chair and Executive Officers to ensure all correspondence that relates to the Board or committee is dealt with in a timely manner
 - Knowing the rules of the organisation and taking responsibility for all the legal requirements of incorporation
 - The Secretary of the association must, as soon as practicable after being appointed as Secretary, lodge notice with the association of his or her address
 - It is the duty of the Secretary to keep minutes of all appointments of office-bearers and members of the committee, and the names of members of the committee present at a committee meeting or a general meeting, and all proceedings at committee meetings and general meetings
5. **Membership Outreach & Corporate Partnerships & Community Outreach Chair** – responsible for:
- Maintaining and monitoring updates of corporate memberships, sending reminders for renewals and encouragement to continue membership with WAI Australia
 - Ensuring distribution of information to Corporate members
 - Engagement with key stakeholders from the Corporate membership and community
 - Engagement with Memberships Secretary regarding individual memberships
6. **Education Outreach Chair** – is responsible for:
- Assisting with the delivery and organisation of educational activities for the chapter throughout the year
 - This includes, but is not limited to, conference activities, GIAD events, aviation events, school programs
 - Collaborating with Membership Outreach and Corporate Partnership Chair to ensure continuity across educational events and outreach

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National Sub - Committee Roles & Responsibilities

National Sub Committee – can be created by the National Committee to fill positions within the organisation

Immediate Past President – is responsible for:

- Assisting current Chair/President and Board members with Governance
- Supervising the Executive Officer and acting as the link between staff and the Board
- Ensuring that the association adheres to its constitution and rules

STEM Outreach Co-ordinator – is responsible for:

- Assisting with the delivery of and organisation of educational STEM activities for the chapter initiatives
- The role can be aligned with Educational Outreach chair role and can be held as one combined role

Mentoring Outreach Co-ordinator – is responsible for:

- Assisting with the delivery of and organisation of mentoring activities
- Overseeing the chapter mentor program and working to align individuals mentees and mentors
- Form an outreach committee to assist with recommendations to the Board for at least one annual education or mentoring outreach project and to assist with mentoring & educational events throughout the year including conferences, attendance to represent WAI Australia at aviation events, GIAD events and so forth

Membership Secretary – is responsible for:

- Maintaining the individual membership information and ensure all memberships are up to date
- Delivering to members all information regarding chapter programs, updates and initiatives
- Collaboration with the Corporate Membership Outreach & Corporate partnerships Chair to assist to maintain an up to date membership listing, keeping an updated mail out to ensure all membership information is passed from the National committee to WAI Australian membership base
- Sends reminders to individuals for membership renewals
- Maintains an updated spreadsheet of all current and past members

Scholarship Secretary – is responsible for:

- Maintaining the scholarship information and engaging with scholarship providers
- Delivering to members all information regarding chapter programs, updates and initiatives
- Collaboration with the Corporate Membership Outreach & Corporate partnerships Chair to assist with corporate scholarships
- Reviews applications and oversees the award process

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Volunteer Roles & Responsibilities

All Committee, sub-committee & Members delegated as Responsible Volunteers are broadly obligated to:

- Put the interests of the organisation at the foremost in their duties when representing WAI Australia
- Use reasonable care, skill and diligence in the performance of their duties
- Be honest, act in good faith and do not use their role or information obtained as a member dishonestly
- Be aware of their responsibilities under the relevant legislation and case law
- Disclose any potential conflict of interest by acknowledging likely conflicts (in writing) and withdrawing from any related discussion or decisions, (and ensuring these steps are noted in the minutes of the meeting)
- Refraining from gaining personally from being a Delegated Volunteer Board member
- Refraining from divulging any confidential information outside of the appropriate forum in accordance with Privacy Act & Confidentiality terms set out below.

Responsible Volunteers should carry out the following duties:

Social & Digital Media Coordinator

- Reports to Membership Outreach Chair
- Develop, implement and manage our social media strategy
- Work with National Committee on website updates
- Regularly update content platforms as it is provided to you by the National Committee
- Work with National Committee to ensure content is informative and appealing
- Collaborate with National Committee on campaigns and suggested methods of dissemination
- Manage and oversee social media content
- Measure the success of every social media campaign
- Keep abreast of the latest social media best practices and technologies
- Use social media marketing tools such as Buffer
- Monitor SEO and user engagement and suggest content optimisation
- Communicate with industry professionals and influencers via social media to create a strong network
- Provide constructive feedback
- Creating engaging text, image and video content
- Designing posts to sustain readers' curiosity and creating buzz around new products/services

Events Coordinator

- Reports to the Education Outreach Chair
- Work with National Committee on various events throughout the year
- Assist in planning event aspects, such as venue, seating, dining, and guest list etc.
- Available to be delegated event planning tasks as necessary
- Coordinate event entertainment, including music, performers, and guest speakers
- Attentive to the importance of staying within budget while planning event specifications
- Liaising with the National Committee, including Treasurer on all finance related matters
- Managing and overseeing events on the day of, including problem-solving, welcoming guests, directing event set-up, communicating with staff, and organizing vendors, and managing take-down
- Communicating with marketing team to create effective advertisements for each event
- Anticipating and planning for possible different scenarios
- Creating sales opportunities for future events during client liaisons and during events

- Strong communication skills, and the ability to present event ideas and plans to the National Committee

Membership Engagement Coordinator

- Reports to the Membership Secretary
- Assists National Committee and/or Delegated Chair in all membership activities
- Assists Membership Chair in upkeep and up-to-date reports on member accounts and information
- Works with National Committee and/or Delegated Chair to design, develop and promulgate Newsletter and other Member-benefit collateral
- Develops and implements tools, channels and activities to ensure a smooth membership sign up and payment process as well as a firm membership engagement.
- Develop and implement membership recruitment strategies
- Ensuring well-informed answers to membership enquiries, cost efficiency and system development
- Organising structured feedback after events, national/regional feedback and follow-up meetings
- Development and implementation of a membership analysis system to ensure regular reporting on the membership status and flow

NOTE: It is expected that the volunteer, upon accepting the terms is able to dedicate approximately 1-2 hours per fortnight to the tasks. Where reasonable, it is expected that additional hours may be required during times of increased activities i.e. Events, initiatives, launches, campaigns etc. Additional hours may also include meetings such as sub-committee and/or National Committee meetings where attendance (or presence via teleconference) would be considered within reason.

I, **[insert name]**, active member no.: **[insert WAI member no.]** declare that I am willing and able to fulfil the duties set out in the roles and responsibilities provisioned under **[insert volunteer role]** to the best of my ability. Should circumstances arise and I am unable to carry out these duties in a reasonably manner, the National Committee will be advised in writing as soon as practicable.

[insert name/signature]

[insert date]

Please send the signed document to president@waiaustralia.org

Privacy Act Requirements

Privacy Act 1988 (Cth) Requirements: the individuals holding the positions described in this document agree to comply with the Privacy Act 1988 (Cth) and not to do anything, which would breach an Australian Privacy Principle as defined in that Act.

Confidentiality

Confidential Information: Other than information available in the public domain, All Committee, sub-committee & Members delegated as Responsible Volunteers (herein after referred to as "Officers") holding the positions described in this document agree not to disclose to any person any confidential information relating to the WAI's activities, without prior written approval from the Board. This obligation will not be breached where the Officer is required by law or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation). The Board may at any time require the Officer to give a written undertaking relating to nondisclosure of WAI's confidential information in a form acceptable to the Board. The Board will not be in breach of any confidentiality agreement if the Board is required to disclose the information by law, a Minister or a House or Committee of Parliament.